

Appendix U

Two memoranda issued by the Human Research Ethics Committee to the chairpersons of school and departmental ethics committees

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MEMORANDUM

TO: «Name» - Chairperson of School of «2» Human Research Ethics Committee
cc Dean - School of «2»

FROM: Dr A S Gunn - Convenor, University of Waikato Human Research Ethics Committee

DATE: 10 October 1994

SUBJECT: ETHICAL APPROVAL OF RESEARCH INVOLVING HUMAN SUBJECTS

1. At the last meeting of the Academic Board arrangements for the delegation of responsibility for ethical approval of research involving human research to schools were approved.
2. The arrangements are now such that your school committee is able formally to approve *all* proposals for research involving human subjects that comply with the University's ethical principles and policies, and that conform to any relevant code of ethics within the discipline. Such proposals need not be forwarded on to the University committee, but the school *is* required to keep its own records of its approvals.
3. Proposals that do *not* readily comply with the University's principles, or contain sensitive issues, must still be brought to the main committee for advice, particularly where the research is to be undertaken off campus. Sensitive topics may include sexual behaviour, religious or political beliefs, and ethnic and gender issues such as prejudice. Any proposals that incorporate such procedures as deception, or procedures that could be considered stressful or harmful to the participants, must also be referred to the University Committee.
4. A copy of the University's approved procedures and policy guidelines is attached, for information. Please note that no project requiring approval by a human research ethics committee may commence in your school until it has been approved.
5. In order to assist school committees to set up procedures and record systems that are efficient and effective and will meet University policy requirements, it is proposed to hold a two hour workshop for school committee chairpersons and any other interested members of the school committees. This will take place on **Wednesday 2 November 1.00 pm to 3.00 pm.**



The University of Waikato

Te Whare Wānanga o Waikato
Private Bag 3105, Hamilton, New Zealand.

UNILink

Telephone: (07) 838 4710
Fax: (07) 838 4333
Email: d.blue@waikato.ac.nz

MEMORANDUM

TO: Convenors - Human Research Ethics Committees

FROM: Dianne Blue - UNILink

DATE: 4 December 1995

SUBJECT: HUMAN RESEARCH ETHICS COMMITTEE

ETHICAL APPROVAL - DPHIL

At the last meeting of the HREC discussion took place on whether the requirement for obtaining human research ethical approval *before* making an application for registration of a DPhil project was fully appreciated by staff and students.

University HREC policy requires that the person in overall charge of a research proposal has the responsibility *to identify any activity* as a human research project and to *identify any ethical issues* that may arise during the course of the research. It is also the responsibility of that person to make an application for approval of the project to the Department/School HREC. In the case of student projects the supervisor of a student carries these responsibilities, and that supervisor must ensure that human research ethical approval is obtained *before* a project commences. In the case of a DPhil student this means prior to the application to register.

To enable planning for ethical approval *prior* to registration of DPhil projects as per policy, the HREC asks that regular School/Centre meeting dates be scheduled and that these be published in a suitable place so that staff and students are informed when these meetings will be. It would be sensible to include a statement on the rationale behind this requirement in a prominent place in the notice.

VISITS TO SCHOOLS/CENTRES

University Human Research Committee members are still keen to attend HREC meetings when convenient. Could you please let me know possible dates when members might attend, if you have not already done so.

Please do not hesitate to contact me if I can be of further assistance in either of these matters.

Dianne Blue
UNILink

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